

Use this report to view a complete listing of employees assigned to your organization and their current leave balances. This report will assist with monitoring balances and considering requests for leave.

1. The Employee Leave Balance Report can be accessed in two locations within Manager Self Service (MSS).
 - a. From the MSS welcome screen: Select the **Employee Leave Balance Report** link available under **Reports**.



- b. From the blue navigation panel on the left margin: Select **Reports**, then select **Employee Leave Balance Report**.



2. Once you click on the link, the selection screen appears.

Display Absence Quota Information

Menu
Save as Variant...
Back
Exit
Cancel
System
Execute
Get Variant..

Selection

Enter the Personnel Number of your employee or a Cost Center and click "Execute". Note that you can optionally enter multiple Personnel Numbers or ranges. To avoid potentially adverse effects on system performance, this report will not return more than 300 employees per run.

Personnel number


Cost Center

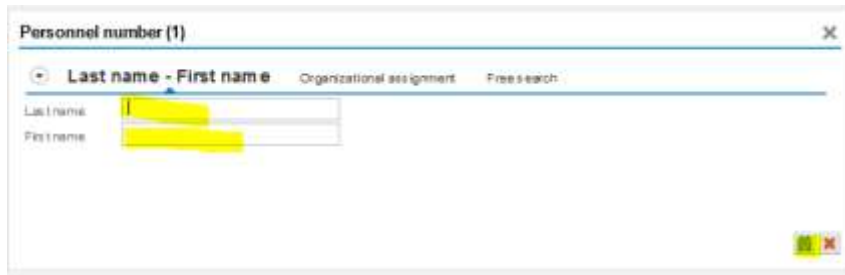
3. This report can be run on a particular employee, a group of employees, or by agency.

a. By Employee: For a single employee, enter their Personnel number:




A form with two input fields. The first field is labeled 'Personnel number' and contains a yellowed-out value. The second field is labeled 'Cost Center' and is empty. To the right of the 'Personnel number' field is a small icon of a document with a magnifying glass.

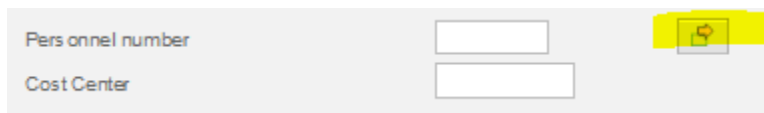
The employee's personnel number is available thru MSS under Employee Information and can be searched for by clicking within the personnel number box and selecting the matchbox that appears: 



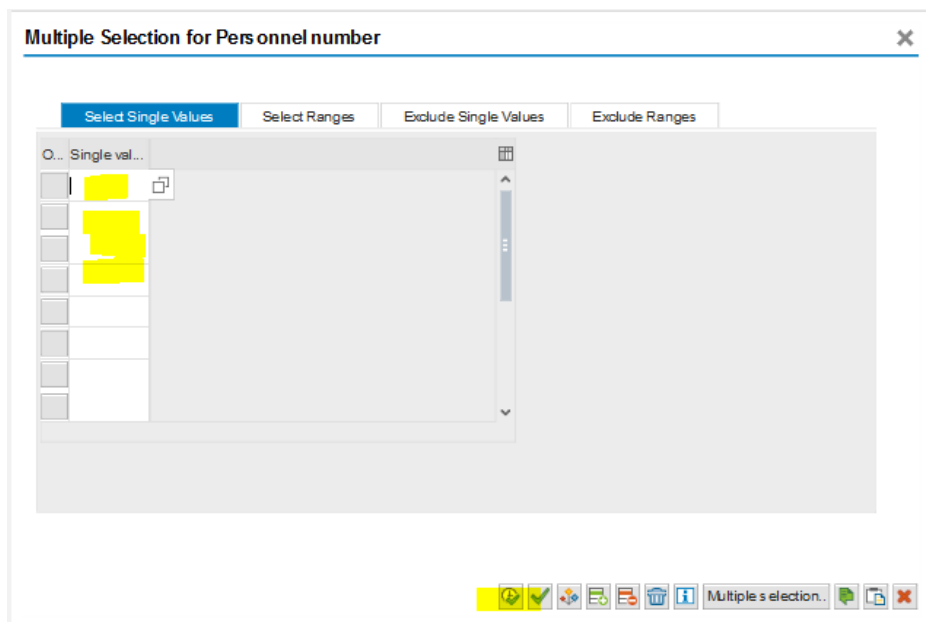
A window titled 'Personnel number (1)' with a close button (X). It has three tabs: 'Last name - First name' (selected), 'Organizational assignment', and 'Free search'. Under the 'Last name - First name' tab, there are two input fields: 'Last name' and 'First name', both containing yellowed-out text. At the bottom right, there are three small icons: a green checkmark, a red X, and a magnifying glass.

Once found, simply click on the appropriate name and then click the checkmark  and it will insert the personnel number for you.

b. For multiple employees, click this box which will open an additional screen where you can enter multiple PERNRS:



A form with two input fields. The first field is labeled 'Personnel number' and is empty. The second field is labeled 'Cost Center' and is empty. To the right of the 'Personnel number' field is a small icon of a document with a magnifying glass.



A window titled 'Multiple Selection for Personnel number' with a close button (X). It has four tabs: 'Selected Single Values' (selected), 'Select Ranges', 'Exclude Single Values', and 'Exclude Ranges'. Under the 'Selected Single Values' tab, there is a list of input fields. The first three fields contain yellowed-out text, and the fourth field is empty. To the right of the list is a vertical scrollbar. At the bottom, there is a toolbar with several icons: a green checkmark, a red X, a magnifying glass, a document, a folder, a trash can, and a person icon. The text 'Multiple selection...' is also visible in the toolbar.

c. By Agency (Cost Center): Enter the 10 digit number assigned to that organization. If you don't know this number you can obtain it from your HR office.

4. Select to run the report.
5. The report appears.

Absence quotas					
Validity period 06/09/2016 - 06/09/2016					
Pers.No.	Name (sortable)	Quota	Entitlement	Used	Total remain.
123456	Jane Doe	Annual Leave	618.29000	537.00000	81.29000
123456		Sick Leave	513.25000	477.00000	36.25000
123456		Comp Leave	471.04000	369.50000	101.54000
345678	John Doe	Annual Leave	1,174.89000	841.00000	333.89000
345678		Sick Leave	1,508.88000	415.75000	1,093.13000
345678		Comp Leave	125.26000	1.50000	123.76000

The leave type is listed as 'Quota'. The amounts listed reflect what has been processed through KHRIS. The 'Entitlement' is the total amount accrued, the 'Used' is the total amount used, and the 'Total Remaining' is the current balance remaining.